

**BY ORDER OF THE COMMANDER
910TH AIRLIFT WING**

**910TH AIRLIFT WING INSTRUCTION
36-2805**



17 SEPTEMBER 2024

Personnel

AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*. This instruction has been completely rewritten and must be reviewed in its entirety. It establishes criteria for the 910th Airlift Wing's quarterly and annual awards program. This instruction explains the eligibility, rules, nomination procedures and the selection criteria for each of the named awards. Only Air Force Reserve Command (AFRC) personnel assigned to the 910 AW and their dependents are eligible for these awards. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF IMT 847 directly to the 910 AW/CCC office at 910 AW, Youngstown Air Reserve Station, Vienna, Ohio. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW AFI 33-322, Records Management and Information Governance Program and are disposed of IAW the Air Force Records Disposition Schedule (RDS). **NOTE:** Personal Identifiable Information and Electronic Data Identifiers will not be displayed on any forms used IAW AFI 33-332.

SUMMARY OF CHANGES

This publication has been significantly revised and should be reviewed in its entirety. Major changes include, but are not limited to, modification of processes and procedures for awards

nominations, changes to format and documentation requirements for nomination packages, revision of board duties, and a clarification of commander or supervisor responsibilities.

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1. GENERAL INFORMATION.

1.1. **Overview.** The success or failure of any recognition program depends on the enthusiasm and personal support provided by commanders and supervisors. The prestige and honor associated with an individual's selection are major contributing factors to this success. Providing or withholding deserved recognition may greatly influence a person in deciding whether to accept an additional service commitment. With high levels of competition and quality selections, this program can be an effective tool for enhancing unit morale and improving long-term retention of needed Airmen.

1.2. **Responsibilities.** Each organization under the 910 AW will administer a quarterly and annual awards program designed to recognize the superior performance and outstanding achievements of all assigned personnel.

1.2.1. Organization's Commander (CC) or designee will:

1.2.1.1. Promote active involvement at all levels to ensure an effective, viable and equitable nomination and selection process.

1.2.1.2. Receive all board results and be the final approval/public release authority for all selections at their level.

1.2.1.3. Recognize all award winners as appropriate.

1.2.1.4. Ensure officer and enlisted board members are selected and that fair and accurate processes are used.

1.2.1.5. Ensure eligible award recipient packages are forwarded for higher level competition consideration.

1.2.1.6. Serve as or nominate suitable candidates to serve as Board Presidents.

1.2.2. Organization's Senior Enlisted Leader (SEL) or designee will:

1.2.2.1. Oversee the organization's award program.

1.2.2.2. Ensure board members are selected and that fair and accurate processes are used.

1.2.2.3. Serve as or appoint a Board President for each Enlisted Board.

1.2.3. The Organization's Awards Program Point of Contact (POC) or designee will:

1.2.3.1. Work with Board Presidents or designees to schedule board times and locations.

1.2.3.2. Schedule, appoint, notify, and administer selection boards.

1.2.3.3. Suspend each subordinate unit for nomination packages and member selections for the awards boards.

1.2.3.4. Collect nomination packages and prepare documentation for the Board President.

1.2.3.5. Collect board scores from all board members and compile the information for each Board President.

1.2.4. First Sergeants will:

1.2.4.1. Coordinate to ensure thorough quality force review is accomplished and eliminate those submissions with quality force indicators.

1.2.4.2. Act as the coordinating agent to aid in scheduling the Annual Award ceremonies.

1.2.5. Organization's Board President will:

1.2.5.1. Review [Attachment 5](#), Board President Guide, and ensure all board members have reviewed [Attachment 6](#), Board Member Guide.

1.2.5.2. Ensure all nominations are given fair and equitable consideration.

1.2.5.3. Brief all board members to consider each nominee's actions in comparison to their duty expectations. Example: SrA Jones, from the Medical Group, saved an individual's life in the performance of his/her duties, versus SrA Smith, from Force Support Squadron, saved an individual's life on his/her way home from work, which does not fall under SrA Smith's job requirements.

1.2.5.4. Review each board member's ranking and compiled scores.

1.2.5.5. Oversee, review, and resolve all splits and monitor the recognition board process.

1.2.5.6. Advise board members not to reveal board proceedings or results prior to Commander approval announcement.

1.2.5.7. Compile any feedback on packages and forward to their GP/CCC and onto the 910 AW/CCC.

1.2.6. Organizational Board Members will:

1.2.6.1. Follow the instructions provided by their respective awards POCs and Board President and retrieve packages and score sheets for their categories.

1.2.6.2. Evaluate and score each nomination package on the whole Airman concept and rank the packages (one through the total number of packages evaluated) based on their score. No ties are allowed; the board member must decide which nomination package to rate higher.

1.2.6.3. Discuss all significant differences in scoring as determined by the board.

1.2.6.4. Maintain the confidentiality of the results, but use lessons learned to help mentor others and strengthen future unit submissions.

1.2.7. 910 AW/CCC will:

1.2.7.1. Designate a 910 AW Awards Program Manager.

1.2.7.2. Ensure an appropriate awards ceremony is organized for each annual awards to recognize all nominees and present award recipients with a memento. The 910 AW/CCC is responsible for selecting the project officers and selecting the memento. The Wing Awards Program Manager is responsible for procuring the wing memento.

1.3. Submission Timelines. The 910 AW/CCC will post suspense dates for the award programs annually. Award packages are due to the 910 AW Awards Program Manager by the established suspense date. Late submissions will not be accepted. Extensions will only be granted for extenuating circumstances and will be handled on a case-by-case basis. Final approval authority for granting extensions is the 910 AW/CCC.

1.4. Recognition of Award Winners.

1.4.1. All individual category award winners will be recognized at an award ceremony.

1.4.2. Annual award winners have an opportunity to participate in a one-time incentive flight. Incentive flight requests will be submitted to the 910 AW/CCC and approved by the 910 AW/CC.

2. QUARTERLY AWARDS PROGRAM.

2.1. Quarterly Awards Consideration Periods.

- 2.1.1. 1st Quarter. 1 January through 31 March.
- 2.1.2. 2nd Quarter. 1 April through 30 June.
- 2.1.3. 3rd Quarter. 1 July through 30 September.
- 2.1.4. 4th Quarter. 1 October through 31 December.

2.2. **Eligibility.** Each group plus the 910th Medical Squadron and Air Wing Staff, may submit one nominee per category for consideration under the 910 AW Quarterly Awards Program as listed in **Table 1**. For civilian employees to be eligible for recognition under this program, the employee must be a permanent, an Appropriated Funds employee and be in a paid status at the time of the accomplishment.

2.2.1. Who may be submitted as a nominee:

- 2.2.1.1. Nominees must be assigned to the 910 AW with no less than three months' time-on-station.
- 2.2.1.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member would compete in the Airman of the Quarter category.
- 2.2.1.3. Only one nominee per category may be submitted from each group (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)) to compete at the wing level.
- 2.2.1.4. Civilian employees may be nominated quarterly. Supervisors will nominate deserving employees who have performed in an outstanding manner over the previous quarter. All nominations will be submitted to their appropriate group commander. Wing staff nominations will be indorsed by the Wing Executive Officer or designated representative.
- 2.2.1.5. Each division may submit one nominee for each category. The two competitive categories are Junior (General Schedule (GS)-01 through GS-08, and Wage Grade (WG), and Senior (GS-09 through GS-13 and Wage Grade supervisor).

2.2.2. Who may not be submitted as a nominee :

- 2.2.2.1. Major and CMSgt selects are ineligible for Company Grade Officer (CGO)/Senior Noncommissioned Officer (SNCO) quarterly awards.
- 2.2.2.2. Personnel who have reported negative quality force indicators during any portion of the award period are ineligible. Negative quality force indicators include, but are not limited to, an Unfavorable Information File (UIF), not current or have an unsatisfactory official Air Force fitness assessment or any disciplinary action.
- 2.2.2.3. Previously selected quarterly winners of the current calendar year are not eligible for nomination a second time during the same calendar year in the quarterly category.

2.2.2.4. Previous Civilian of the Quarter are only eligible to be nominated once per year. Only winners of the quarterly award will compete for the Civilian of the Year Award.

Table 1. Quarterly Awards Categories.

Category	Eligibility
Airman (AMN)	Airman Basic – Senior Airman (E-1 – E-4)
Noncommissioned Officer (NCO)	Staff Sergeant – Technical Sergeant (E-5 – E-6)
Senior Noncommissioned Officer (SNCO)	Master Sergeant – Senior Master Sergeant (E-7 – E-8)
Company Grade Officer (CGO)	Second Lieutenant – Captain (O-1 – O-3)
Junior Civilian	GS-01 through GS-08 and Wage Grade (WG)
Senior Civilian	GS-09 through GS-13 and Wage Grade Supervisors (WL/WS)

2.3. Nomination Package Requirements. Nominations not adhering to established formats will be returned to the nominating unit. Nomination packages will include:

2.3.1. All packages will be combined into one PDF Portfolio using the proper naming conventions.

2.3.1.1. **File naming convention.** CONSIDERATION PERIOD_CATAGORY_RANK LAST NAME_1206_ORGANIZATION.
Example: 4Q24_SNCO_MSGT JONES_1206_910MXG.

2.3.2. AF Form 1206, Nomination for Award. Nominations must be comprised of current award period achievements only. Nominations may not include accomplishments from outside the current awards period, i.e., an accomplishment started and completed in March (first quarter) may not be included in the nomination package for the April-June (second quarter) award period. In the case of accomplishments initiated in one award period and concluded in another, the nominating supervisor may determine which award period to use. However, the accomplishments can only be submitted once.

2.3.2.1. Nominations will be written in narrative-style performance statements. Each performance statement must be in sentence format, that includes action, impact and results. A performance statement should be written in past tense, active voice narrative (same style as decorations) and should contain proper grammar, approved acronyms/abbreviations, should be in plain language and have good readability/organization. White space is both expected and accepted. Headings are required, must be capitalized, and must be verbatim as stated below. Information on performance statements is located at: (<https://www.afpc.af.mil/Career-Management/Acronyms/>).

2.3.2.2. Nominations for AMN, NCO, SNCO, and CGO will not exceed twelve (12) typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following four headings: Review **figure A3.1**.

2.3.2.2.1. **EXECUTING THE MISSION:** One (1) performance statement. Consider members contributions to the Wings primary mission, readiness and mission assurance.

2.3.2.2.2. **LEADING PEOPLE:** One (1) performance statement. Consider members ability to communicate, train, self-development, self-discipline and their quality-of-life engagement.

2.3.2.2.3. **MANAGING RESOURCES:** One (1) performance statement. Consider members ability to adequately manage and always consider good stewardship of the Air Force multifaceted assets.

2.3.2.2.4. **IMPROVING THE UNIT:** One (1) performance statement. Consider member contributions and alignment with our Wing and the Air Force strategic alignment, process operations, the Commanders wing/organizations inspection program and ability to make solid data driven decisions.

2.3.2.3. **Acronyms.** While formulating performance statements, avoid uncommon acronyms and abbreviations. If used, acronyms and abbreviations are restricted to those on the approved Air Force Acronym and Abbreviation List, unless noted by an approved category: (<https://www.afpc.af.mil/Career-Management/Acronyms/>). Inclusion on this list does not imply the acronym or abbreviation must be used; the default should be to spell out within performance statements. Only utilize those identified on the approved Air Force Acronym and Abbreviation List, unless noted by an approved category.

2.3.2.4. **Wing submission requirements.** AF Form 1206 from each group and group equivalent. The Military member's current Career Data Brief (CDB) along with their current and passing Physical Fitness report must be vetted at the Squadron and Group prior to submission to the Wing (not required when submitting final package to the Wing).

2.3.3. Civilian Nomination Requirements .

2.3.3.1. File naming convention. CONSIDERATION
 PERIOD_CATAGORY_RANK LAST NAME_ORGANIZATION.
Example: 4Q24_JUNIOR_GS-9 JONES_910MXG

2.3.3.2. AF Form 1206, Nomination for Award ([Attachment 7](#)). Nominations must be comprised of current award period achievements only. Nominations may not include accomplishments from outside the current awards period, i.e., an accomplishment started and completed in March (first quarter) may not be included in the nomination package for the April-June (second quarter) award period. In the case of accomplishments initiated in one award period and concluded in another, the nominating supervisor may determine which award period to use. However, the accomplishments can only be submitted once.

2.3.3.3. Nominations will be written in narrative-style performance statements. Each performance statement must be in sentence format, that includes action, impact and result. A performance statement should be written in past tense, active voice narrative (same style as decorations) and should contain proper grammar, approved

acronyms/abbreviations, should be in plain language and have good readability/organization. White space is both expected and accepted. Headings are required, must be capitalized, and must be verbatim as stated below. Information on performance statements is located at: (<https://www.afpc.af.mil/Career-Management/Acronyms/>).

2.3.3.4. Each nomination will address Job Performance in Primary Duty and Whole Person Concept. Nominations are due on the 10th day (or following Monday) of April, July, October and January to 910 AW/FSC for the previous quarter.

2.3.3.5. If an employee is promoted during the nomination period, his or her nomination should be submitted in the category he or she held for the majority of the time. The nominee must have been in the group for the entire quarter.

2.3.3.5.1. **JOB PERFORMANCE IN PRIMARY DUTY:** Three (3) performance statements, not to exceed eight (8) type written lines, not including header. Describe significant accomplishments and how well the member performed assigned primary and additional duties. Include efforts that reflect the major graded areas that lead and produce timely, high quality/quantity mission-oriented results. Show how the member developed or improved skills related to primary duties, e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training (OJT), and so forth.

2.3.3.5.2. **WHOLE PERSON CONCEPT:** Two (2) performance statements, not to exceed five (5) type written lines, not including header. Consider the member's personal and professional development (the effort the member devoted to improving themselves and their work center/unit through education and involvement).

2.4. Quarterly Awards Recognition Boards Composition.

2.4.1. **Amn Board.** (1) MSgt will serve as Board President. Board members will be composed of (2) TSgt and (1) SSgt from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 0830 on Sunday of the UTA in April, July, October, and January (subject to change by 910 AW/CCC as mission dictates).

2.4.2. **NCO Board.** (1) SMSgt will serve as Board President. Board members will be composed of (3) SNCO from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 0930 on Sunday of the UTA in April, July, October, and January (subject to change by 910 AW/CCC as mission dictates).

2.4.3. **SNCO Board.** The 910 AW/CCC or designated CMSgt will serve as Board President. Board members will be composed of (1) CMSgt and (2) SMSgt from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 1030 on Sunday of the UTA in April, July, October, and January (subject to change by 910 AW/CCC as mission dictates).

2.4.4. **CGO Board.** The 910 AW/CV or designee will serve as Board President. Board members will be composed of (2) Lt Col/Maj and (1) CMSgt from each of the following

groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 1230 on Sunday of the UTA in April, July, October, and January (subject to change by 910 AW/CCC as mission dictates).

2.5. Quarterly winners will be recognized at a Wing Commander's Call.

Table 2. Quarterly/Annual Board Member Schedule (Enlisted).

Squadron	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Annual (in-Person)
910 AMXS	1				Odd Years
910 CES		1			Even Years
910 CS			1		Odd Years
910 FSS				1	Even Years
910 LRS	1				Odd Years
910 MDS/AW Staff		1			Even Years
910 MXS			1		Odd Years
910 OSS				1	Even Years
910 SFS	1				Odd Years
910 SVS		1			Even Years
76 APS			1		Odd Years
757 AS				1	Even Years

Table 3. Award Schedule and Composition.

Award Period	CCC Sends Reminder	Nomination Package Due	Board Meets
1st QTR 1 JAN–31 MAR	FEB UTA	COB Saturday of April UTA	Sunday of April UTA (paper only)
2nd QTR 1 APR–30 JUN	MAY UTA	COB Saturday of July UTA	Sunday of July UTA (paper only)
3rd QTR 1 JUL–30 SEP	AUG UTA	COB Saturday of October UTA	Sunday of October UTA (paper only)
4th QTR 1 OCT–31 DEC	DEC UTA	COB Saturday of the January UTA	Sunday of January UTA (paper only)
Annual (Enlisted)	Upon Receiving HAF OAY Guidance	0600 on Saturday of January UTA or as advised by AW/CCC	Saturday of January UTA
Annual (Other)	DEC UTA	0600 on Saturday of January UTA or as advised by AW/CCC	Saturday of January UTA

2.6. Civilian Review Committee.

2.6.1. For quarterly awards, a committee of three representatives will be formed. It will consist of a representative from each group who is not a nominee GS-12 through GS-13. The committee will score the nominees by suspense date given by the Civilian Personnel Office to select the civilians of the quarter for the previous quarter. Results will be announced at the next wing staff meeting.

2.6.2. See [Attachment 9](#) on how the Nominations will be scored.

3. ANNUAL AWARDS PROGRAM.

3.1. Overview.

3.1.1. The 910 AW will administer the annual awards program designed to recognize the superior performance and outstanding achievement of assigned personnel. Annual award winners at the group and equivalent level will compete in the 910 AW Annual Awards Program.

3.1.2. In addition to recognizing and rewarding the long-term achievements of top military and civilian employees, the annual awards program is designed to determine nominees for the Command (AFRC) AMN, NCO, SNCO, First Sergeant, and the AF Twelve Outstanding Airmen of the Year 12 (OAY) as well as our local CGO, FGO, Wing Key Spouse, Honor Guardsman, Youth, Recruiter and Team of the Year.

3.2. **Annual Awards Consideration Period.** Inclusively from 1 January - 31 December.

3.3. **Eligibility.** All groups to include Medical Squadron and Wing Staff that fall under the 910th AW, may submit one nominee per category for consideration under the 910 AW Annual Awards Program as listed in [Table 4](#).

3.3.1. Who may be submitted as a nominee:

3.3.1.1. Nominees must be assigned to the 910 AW, for a minimum of half the award period. Deployed members may be nominated for annual awards regardless of deployment length as deployed locations typically do not have annual award programs.

3.3.1.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 182 days or more during the year and then promoted to Staff Sergeant, the member would compete in the Airman of the Year category.

3.3.1.3. First Sergeant of the Year nominees must have served in the First Sergeant Special Duty Identifier (8F000) for at least 180 days or more during the year of the award period plus have six months time-on-station to be eligible.

3.3.1.4. Annual Award nominees do not have to be selected from quarterly award winners.

3.3.1.5. Only one nominee per category may be submitted from each group (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)) to compete at the wing level.

3.3.1.6. Civilian of the Year. Civilians selected as Civilian of the Quarter in the previous four quarters will be evaluated by the group commanders during the first week

of January. Previously submitted nomination packages will be used. The award winner will be announced at the Annual Awards banquet.

3.3.2. Who may not be submitted as a nominee: Personnel who have negative quality force indicators during any portion of the award period are ineligible. Negative quality force indicators include, but are not limited to, an UIF, not current or have an unsatisfactory official Air Force fitness assessment or any disciplinary action.

Table 4. Annual Awards Categories.

Category	Eligibility
Airman	Airman Basic – Senior Airman
Noncommissioned Officer	Staff Sergeant – Technical Sergeant
Senior Noncommissioned Officer	Master Sergeant – Senior Master Sergeant
Company Grade Officer	Second Lieutenant – Captain
First Sergeant of the Year	Master Sergeant thru Chief Master Sergeant serving in the First Sergeant Special Duty Identifier (8F000).
Honor Guardsman of the Year	Enlisted members in the rank of Airman Basic through Senior Master Sergeant. The Honor Guard (HG) Program Manager oversees this award and process in coordination with the 910 AW/CCC. The HG award winner will be recognized at the wing awards ceremony
Recruiter of the Year	910 AW Youngtown ARS Recruiter
Junior Civilian of the Year	GS-01 through GS-08 and Wage Grade (WG) Civilians assigned to 910 AW
Senior Civilian of the Year	GS-09 through GS-13 and Wage Grade Supervisors (WL/WS) Civilians assigned to 910 AW
Key Spouse of the Year	Key Spouse of an assigned 910 AW member. Nominees cannot be assigned as a 910 AW member
Youth of the Year	Civilian youth of an assigned 910 AW member; must be ages 13-18.
Team of the Year	Any squadron assigned under the 910 AW

3.4. Nomination Package Requirements. Nominations not adhering to established formats will be returned to the nominating unit. Unless other guidance or requirements are presented from the MAJCOM or HAF, nomination packages will include all items in accordance with the 12 Outstanding Airmen of the Year checklist.

3.4.1. AF Form 1206, Nomination for Award. All award submissions must be comprised of current award period achievements only. Nominations will be written in narrative-style performance statements. Information on performance statements is located

at: (<https://www.afpc.af.mil/Career-Management/Awards/>). Only those acronyms and abbreviations identified on the AF Acronym and Abbreviation List located at: (<https://www.afpc.af.mil/Career-Management/Acronyms/>) are authorized. Adding an acronym list to the AF Form 1206 is not authorized.

3.4.1.1. All military nomination packages will consist of single-spaced, narrative style format, size 12 font, using the front side only on the AF FM 1206, using the following two headings: Review **Figure A4.1**.

3.4.1.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Do not exceed twelve (12) performance statements, or eighteen (18) type written lines, not including header. Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties: e.g., formal training, Career Development Course enrollment or completion, OJT, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.4.1.1.2. **WHOLE AIRMAN CONCEPT:** Do not exceed four (4) performance statements, or six (6) type written lines, not including header. Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in the unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development, e.g., class course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.1.2. Enlisted packages competing for Air Force 12 (OAY), and First Sergeant of the Year will match Air Force guidance, as well as CGO, and FGO packages competing for of the Year require:

3.4.1.2.1. An official Air Force biography, limited to two pages.

3.4.1.2.2. An Official Photo. Each nominee requires one official head and shoulders Air Force 8x10 photo in .jpg format, with US flag and a blue or gray background. Military members must be in service dress or if member is deployed must be in current duty uniform. Nominations in enlisted categories (Amn, NCO, SNCO, First Sergeant) must also submit an official 5x7 full-length photo in .jpg format, no bigger than 500KB. Full-length, short sleeve blue shirt, name tag, all ribbons, and badges and, no tie/tab.

3.4.1.2.3. A Public Release Statement, IAW DAFMAN 36-2806.

3.4.1.2.4. A current Air Force Fitness Management System print out of the member's physical fitness history.

3.4.1.2.5. A one-page CDB from Virtual Military Personnel Flight (vMPF).

3.4.1.2.6. A print-out of ribbons and medals from virtual Military Personnel Flight (for military members only).

3.4.1.2.7. A Statement of Intent and Retainability for enlisted nominees, IAW DAFMAN 36-2806.

3.4.1.2.8. All packages will be combined into one PDF using the proper naming conventions.

3.4.1.2.8.1. File naming convention. PERIOD_CATGORY_RANK LAST
NAME_1206_ORGANIZATION. **Example: ANNUAL_AMN_SRA
JONES_1206_910MXG.**

3.4.2. Honor Guardsman of the Year.

3.4.2.1. Annual Honor Guard Awards Program recognizes the outstanding professional performance by Air Force enlisted personnel carrying out military funeral honors and ceremonies while assigned to the Air Force Honor Guard or a Base Honor Guard program.

3.4.2.2. A biography limited to one, single-spaced, typewritten page, IAW DAFMAN 36-2806.

3.4.2.3. An official color photograph 8x10 (digital), head and shoulders only.

3.4.2.4. A Public Release Statement, IAW DAFMAN 36-2806.

3.4.2.5. File naming convention: TITLE_RANK LAST
NAME_1206_ORGANIZATION. **Example: HONOR GUARD_TSGT
JONES_1206-910 MXG.**

3.4.3. Recruiter of the Year. Nominations and annual winner provided by the Recruiting NCOIC.

3.4.3.1. A biography limited to one, single-spaced, typewritten page, IAW DAFMAN 36-2806.

3.4.3.2. An official color photograph 8x10 (digital), head and shoulders only.

3.4.3.3. A Public Release Statement, IAW DAFMAN 36-2806.

3.4.3.4. File naming convention: TITLE_RANK LAST
NAME_1206_ORGANIZATION. **Example: RECRUITER_TSGT
JONES_1206-910 MXG.**

3.4.4. Key Spouse of the Year.

3.4.4.1. Eligibility. All groups that fall under the 910 AW may submit one nominee for consideration.

3.4.4.2. Who may be submitted as a nominee:

3.4.4.2.1. All Key Spouses are eligible to be submitted for this award. Each nominee submitted during the award period (1 January - 31 December); and be engaged in activities that support unit families and the unit's ability to support the

mission.

3.4.4.2.2. Squadron Commanders must validate the Key Spouse's achievements covering the time frame used for nomination of the award. Units must define the scope and impact of the Key Spouse involvement in the community that, tangibly or intangibly, contributed to community or group welfare, morale, or status. Include volunteer awards, certificates of appreciation, training, etc., obtained as recognition for personal services rendered or contributions made having a direct impact on quality of life.

3.4.4.3. **Nomination Package Requirements.** Nominations not adhering to established formats will be returned to the nominating unit. Nomination packages will include:

3.4.4.3.1. AF Form 1206, Nomination for Award. Nominations must be comprised of current award period achievements only. Nominations will be written in narrative-style performance statements. Nominations will not exceed eighteen (18) type written single-spaced lines, including headers.

3.4.4.3.2. Headings are required, must be capitalized, and must be verbatim as stated below.

3.4.4.3.2.1. **KEY ACCOMPLISHMENTS:** Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance. Describe how well the nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the 12-month nomination period.

3.4.4.3.2.2. **OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS:** Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities.

3.4.4.3.2.3. A biography limited to one, single-spaced, typewritten page, IAW DAFMAN 36-2806.

3.4.4.3.2.4. An official color photograph 8x10 (digital), head and shoulders only.

3.4.4.3.2.5. A Public Release Statement, IAW DAFMAN 36-2806.

3.4.4.3.2.6. File naming convention: TITLE_LAST
NAME_1206_ORGANIZATION. **Example:** KEY
SPOUSE_JONES_1206-910 MXG.

3.4.5. **Youth of the Year.** In no more than eighteen (18) performance statements, include specific accomplishments that clearly state the individual's service to their school, community, and Air Force. Possible subjects include but are not limited to:

3.4.5.1. Academic Accomplishments.

3.4.5.2. Participation/Contribution in Base and/or Community Activities.

3.4.5.3. Demonstrated Leadership or Leadership Potential.

3.4.5.4. Self-Improvement Efforts.

3.4.5.5. Life Goals.

3.4.5.6. Other accomplishments.

3.4.5.7. A biography limited to one, single-spaced, typewritten page, IAW DAFMAN 36-2806.

3.4.5.8. An official color photograph 8x10 (digital), head and shoulders only.

3.4.5.9. A Public Release Statement, IAW DAFMAN 36-2806.

3.4.5.10. File naming convention: TITLE_LAST NAME_1206_ORGANIZATION.
Example: YOUTH_JONES_1206-910 MXG.

3.4.6. **Team of the Year** . All submissions will be comprised of a single smart card from each Group. Each smart card submission will consist of a minimum of five (5) lines, outlining the extraordinary achievements from within the Group over the past calendar year. This is not a “Group” award but more of a section from within each group, who have excelled within the four major graded areas of the Air Force Unit Effectiveness Inspection Program.

3.4.6.1. File naming convention: TITLE_1206_ORGANIZATION. **Example: MAINTENANCE SQUADRON_PROPULSION FLIGHT_1206_910 MXG.**

3.5. Annual Awards Recognition Boards Composition.

3.5.1. **Amn Board.** (1) SMSgt will serve as Board President. Board members will be composed of (3) MSgt from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 0830 on Saturday of the B-UTA in January (subject to change by 910 AW/CCC as mission dictates). All nominees will be in Service Dress. Nominees will report before the board at their scheduled time in order to retain eligibility for the award, unless deployed or TDY.

3.5.2. **NCO Board.** (1) SMSgt will serve as Board President. Board members will be composed of (3) MSgt from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 0930 on Saturday of the B-UTA in January (subject to change by 910 AW/CCC as mission dictates). All nominees will be in Service Dress. Nominees will report before the board at their scheduled time in order to retain eligibility for the award, unless deployed or TDY.

3.5.3. **SNCO.** (1) CMSgt will serve as Board President. Board members will be composed of (1) CMSgt and (2) SMSgt (CMSgt select or SMSgt at the 910 AW/CCC discretion) from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Board will convene at 1030 on Saturday of the B-UTA in January (subject to change by 910 AW/CCC as mission dictates). All nominees will be in Service Dress. Nominees will report before the board at their scheduled time in order to retain eligibility for the award, unless deployed or TDY.

3.5.4. **CGO Board -Document only.** The 910 AW/CV or designee will serve as Board President. Board members will be composed of (1) Lt Col (1) Maj and (1) CMSgt from

each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). CGO board members will also serve as FGO board members. Board will convene at 1030 on Saturday of UTA in January (subject to change by 910 AW/CCC as mission dictates).

3.5.5. First Sergeant of the Year Board. The 910 AW/CCC or designated CMSgt will serve as Board President. Board members will be composed of (2) CMSgt and (1) SMSgt (CMSgt select or SMSgt at the 910 AW/CCC discretion) from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). Annual Awards SNCO board members will also serve as board members for the First Sergeant board.

3.5.6. Honor Guard Board . The Honor Guard SEL and (4) 910 AW SNCOs.

3.5.7. Recruiter Board. Nominations and annual winner provided by the Recruiting NCOIC.

3.5.8. Key Spouse of the Year Board. Document-only. The Public Affairs (PA) Chief will act as Board President and will recruit/approve four board members, one from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)) plus a representative from Military and Family Readiness Center (M&FRC).

3.5.9. Youth of the Year Board. Document-only. The Public Affairs (PA) Chief will act as Board President and will recruit/approve four board members, one from each of the following groups: (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)) plus a representative from M&FRC.

3.5.10. Team of the Year Board. Document only. This award will be submitted by and awarded to all 910AW groups (OG, MXG, MSG) and group equivalent (MDS, Wing Staff Agency (WSA)). This award is only competed at the Group level and will be submitted to the WG/CC by the corresponding GP/CC.

3.6. Face-to-Face Boards. Face-to-Face boards will be held at the discretion of the 910 AW/CCC.

4. ANNUAL AWARDS PRESENTATION.

4.1. Awards Presentation. The winner in each annual category will receive a memento. Winners may also receive other wing privileges.

4.2. Annual Awards Banquet . All annual award winners will be honored at an awards banquet organized by the Banquet Committee and hosted by the 910 AW/CC. The Annual Awards Banquet will be held during the March UTA. The awards banquet is not an official Air Force event. Attendance is not mandatory, and no appropriated funds will be expended for the event itself, except as would be consistent with officials attending an event sponsored by a non-federal entity. Funding may come from unit unofficial activity funds or from duly constituted base private organizations.

4.2.1. Banquet Attendees . Quarterly and annual winners, commanders, chiefs, first sergeants, and family members will be invited. This event is also open to the base public, space permitting.

4.2.2. **Banquet Uniform Requirements** . Unless otherwise announced, the uniform requirement is mess dress for officers, mess dress or semi-formal for enlisted (IAW AFI 36-2903) including all military award winners and military attendees. Suggested dress for civilian attendees is semi-formal (jacket and tie/gown/formal dress).

4.2.3. Civilian Quarterly Nominees will receive a cash award of \$500, Quarterly Award Winners will be given a certificate, a Time-Off award for 8 hours (24 hours for Firefighters) and cash award of \$500. Annual award winners will receive a certificate, plaque, Time-Off award for 16 hours (48 hours for Firefighters), and a cash award of \$500.

5. ANNUAL AWARDS PROGRAM RESPONSIBILITIES.

5.1. **Overview** . The 910 AW/CC is responsible for ensuring overall compliance with the objectives of this instruction and approves all award winners.

5.2. Responsibilities.

5.2.1. The 910 AW/CCC will :

5.2.1.1. Assume all responsibility for managing the quarterly/annual awards program.

5.2.1.2. Provide to 910 AW/PA an annual awards schedule that includes nomination package suspense and proposed banquet dates for inclusion in the base bulletin.

5.2.1.3. Schedule date, time, and location for boards. Arranges for selection of board members for all categories described in this instruction. Ensures all logistical arrangements are made to conduct selection boards in a timely and professional manner.

5.2.1.4. Ensure the composition of each board consists of, at a minimum, one President and three board members with diverse representation from each group/group equivalent, when possible.

5.2.1.5. Ensure Board President/members receive the nomination packages, standardized score sheet, and standardized written board procedures.

5.2.1.6. Ensure Board Presidents/members are briefed about board procedures, time, and location.

5.2.1.7. Obtain and forward all award nominees and winners for the Wing Commander's review.

5.2.1.8. Ensure the collection of all contributions from on/off-base sponsors has been completed.

5.2.1.9. Forward all award winners to 910 AW/PA with full name, rank, and unit no later than the first day after selections are made.

5.2.2. The 910 AW/CCCE (or designated POC) will:

5.2.2.1. Post suspense's for submitting annual nomination packages.

5.2.2.2. Prepare four copies of each nomination package and forward to 910 AW/CCC for board presentation.

5.2.2.3. Coordinate with 910 FSS to ensure nominees (annual board only) do not have any negative quality codes in MilPDS.

- 5.2.2.4. Obtain wing plaques engraved with recipient's rank, name, name of award, and inclusive dates.
 - 5.2.2.5. Prepare and forward appropriate on/off-base sponsor letters of request and appreciation.
 - 5.2.2.6. Prepare congratulatory letters for Wing Commander signature.
 - 5.2.2.7. Coordinate with 910 AW/PA to schedule all annual award winners for an official photo.
- 5.2.3. The 910 AW/CCP (or designated POC) will:**
- 5.2.3.1. Ensure all military/civilian Distinguished Visitors (DV), group/squadron commanders, as well as program sponsors, are sent a formal printed invitation to the awards banquet.
 - 5.2.3.2. Track and account for all annual award banquet RSVPs.
 - 5.2.3.3. Inform wing leadership of military/civilian DV and program sponsor attendance.
 - 5.2.3.4. Prepare, review, and coordinate program script with 910 AW/CC and 910 AW/CCC.
 - 5.2.3.5. Organize seating arrangements for head tables.
- 5.2.4. Group Commanders and Equivalent Organizations (or designated POC) will:**
- 5.2.4.1. Ensure one deserving individual in each category is nominated from their respective group or equivalent organization for wing-level quarterly and annual award boards.
 - 5.2.4.2. Establish a point of contact in each group for the handling and delivery of nomination packages to 910 AW/CCC.
 - 5.2.4.3. Review nomination packages for quality and proper format according to the guidance provided in this instruction.
 - 5.2.4.4. Meet all deadlines and provide all required documentation.

MICHAEL S. MALONEY, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1400.25V451_DAFI36-1004, *Civilian Recognition Program*, 18 December 2023
DAFPD 36-28, *Awards Program*, Incorporating Change 1, 2 June 2023
AFI 33-322, *Records Management and Information Governance Program*, 10 March 2020
DAFI 36-3009, *Military and Family Readiness Centers*, 4 November 2022
DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2024

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFRC—Air Force Reserve Command
CC—Commander
CDB—Career Data Brief
CGO—Company Grade Officer
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DODI—Department of Defense Instruction
DV—Distinguished Visitor
FGO—Field Grade Officer
HG—Honor Guard
IAW—In Accordance With
MAJCOM—Major Command
M&FRC—Military and Family Readiness Center
NAF—Numbered Air Force
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer in Charge
OAY—Outstanding Airmen of the Year

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

SEL—Senior Enlisted Leader

SNCO—Senior Noncommission Officer

UTA—Unit Training Assembly

VMPF—Virtual Military Personnel Flight

Attachment 2**PREPARING WINNING AWARDS PACKAGES.**

A2.1. Fill all required lines on the AF Form 1206.

A2.2. Quarterly/Annual award nominations will not contain a blank line between categories.

A2.3. Ensure each achievement occurred during the inclusive period. If possible, put date it occurred.

A2.4. Don't waste space or lines for one achievement. Get to the point and show the impact. Normally the more achievements a person accomplishes the more points he/she is allocated.

A2.5. Ensure each statement/achievement contains the actual act performed and its impact.

A2.5.1. Show impact to the highest level possible. Did the accomplishment impact their flight/squadron/group/wing? Did the accomplishment support NAF/MAJCOM/SECAF/COCOM/DOD/SECDEF/POTUS requirements or initiatives? Impact is where points are earned.

A2.6. Be specific.

A2.6.1. Document exact number of school credit or man-hours earned or worked, dollars saved, etc.

A2.6.2. Avoid words such as countless, many, several, pursuing, enrolled—don't leave the reader guessing what you mean.

A2.6.3. Describe contributions as a member of an organization—avoid comments like “A member of AFSA, NCOA, Top Three, etc.”—examples without active participation mean little.

A2.7. Do not overuse words such as submitted/nominated for—little value is added if the person was just nominated but did not win.

A2.8. Check the instruction.

A2.8.1. Use the correct categories and put them in the correct order.

A2.8.2. Put the correct information under the correct categories—information in the wrong category will not be counted.

A2.8.3. Don't repeat information.

A2.9. Avoid overuse of hollow statements.

A2.9.1. “His troops always win award boards.”

A2.9.2. “Her people get promoted ahead of peers.”

A2.9.3. “Graduated in the top 10% of their NCO Academy Class”—they were either a distinguished graduate or not.

A2.10. Avoid general statements that cannot be substantiated.

A2.10.1. “Earned 64 hours of college credit”—only include what the member did during the inclusive period.

A2.10.2. “Aggressively pursuing a BA Degree”—members personnel data sheet reflected they’ve been in 10 years and only earned 32 credits.

A2.11. Duty titles—ensure the duty title matches the person’s personnel data sheet.

A2.12. Avoid technology overload.

A2.13. Don’t repeat award after award (i.e. “Flight NCO of the 1st Quarter, “Squadron NCO of the 1st Quarter”, “Group NCO of the 1st Quarter”).

Attachment 3

SAMPLE AF FORM 1206 NOMINATION FORMAT

Figure A3.1. Sample AF Form 1206 – Quarterly Award.

NOMINATION FOR AWARD		
AWARD 910 AW QUARTERLY AWARDS	CATEGORY (If Applicable) AMN	AWARD PERIOD Q1 CY24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John Q. Smith		MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE 2A551/ Aircraft Maintenance Journeyman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 346-1033 & COMM: (330) 609-1033	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 910 AMXS/MXAAA/3976 King Graves Rd/Youngstown ARS/OH/44473		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/John Q. Smith/DSN: 346-1724 & COMM: (330) 609-1724		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>EXECUTING THE MISSION:</p> <p>LEADING PEOPLE:</p> <p>MANAGING RESOURCES:</p> <p>IMPROVING THE UNIT:</p> <ul style="list-style-type: none"> - (4) performance statements, no more than (2) type written lines per category for a total (12) lines (including headers). - Narrative Format (please visit, https://www.afpc.af.mil/Career-Management/Awards/). - Authorized acronyms only (please visit, https://www.afpc.af.mil/Career-Management/Acronyms/) <p>****BELOW ARE EXAMPLES OF DIFFERENT PERFORMANCE STATEMENTS IN NARRATIVE FORM****</p> <ul style="list-style-type: none"> - SrA Forbes fabricated a complex, 10-foot main landing gear hydraulic line, eight hours ahead of estimated completion time, thwarting potential aircraft mishap, mission delay, and averting the acquisition of \$98K in parts. - He guided four-member response team for base communications outage, identified and corrected 18 critical deficiencies for six radios and three networks; the efforts restored capabilities in the Wing Operations Center and facilitated generation of the ATO. - TSgt Smith completed a cyber security training course and earned 14 continuous education units towards an Information Assurance Technician certification; he validated the skills necessary to perform cyber security tasks and reduced network risk. - He managed the operation floor certification program, rectifying 98 deficiencies and successfully mapping 734 terminals, ensuring the success of 252 defensive cyber missions that protect \$4.2 million in Air Force IT assets. - Built and benchmarked DAF's 1st MPF Customer Service Portal and led 11 bases through initial implementation. Consolidated 96 modes of customer-to-technician communication into 1 platform. Slashed responses time 30%, saved 24K hours, supporting warriors 24/7 and earning her Sq the General LeMay win for "Best Large FSS in AFRC!" 		

Attachment 4

SAMPLE AF FORM 1206 NOMINATION FORMAT

Figure A4.1. Sample AF Form 1206 – Annual Award.

NOMINATION FOR AWARD		
AWARD 2024 12 Outstanding Airmen of the Year Award	CATEGORY (if Applicable) AMN, NCO, or SNCO	AWARD PERIOD 1 Jan - 31 Dec 24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John Q. Smith	MAJCOM, FGA, OR DRU AFRC	
DAFSC/DUTY TITLE 2A551/ Aircraft Maintenance Journeyman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 346-1033 & COMM: (330) 609-1033	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 910 AMXS/MXAAA/3976 King Graves Rd/Youngstown ARS/OH/44473		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/John Q. Smith/DSN: 346-1724 & COMM: (330) 609-1724		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Limited to (12) performance statements or (18) type written lines not including header, white space at the end is acceptable.</p> <p>WHOLE AIRMAN CONCEPT: Limited to (4) performance statements or (6) type written lines not including header, white space at the end is acceptable.</p>		
<p>Note: Mistakes noted from last years packages:</p> <ul style="list-style-type: none"> - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - Statements need to begin below headers - Check spacing within statements and at the beginning of the statement - Check for misspellings - Common acronyms only, no acronym breakout list allowed - No Gender Specific - Proper verbiage should be "Airmen" vs males or females - No Stratification Bullet allowed - it is implied because the Airman is competing at this level 		

Attachment 5**BOARD PRESIDENT GUIDE**

A5.1. You have been selected as the Board President. You have several critical responsibilities to include:

A5.1.1. You will be instructed on the date, time, and location of any board meetings by the Wing Awards Program Manager.

A5.1.2. The Wing Awards Program Manager will send the score sheets, nomination packages and Board Members Guide to each board member as early as possible prior to your scheduled board.

A5.1.3. Board members must attend any board meetings. Board members should score packages prior to tentative board if deemed necessary.

A5.1.4. You should be familiar enough with each nomination package to be able to discuss as necessary.

A5.1.5. During the meeting, you may discuss scoring criteria (see below) and resolve any scoring anomalies. The Board President will determine split criteria. Do not let any single member “pressure” the others to vote their way.

A5.1.6. You will score the packages, but your score will only be used in the event of a tie.

A5.1.7. Score sheets must have the total score when turned in. Members must enter their ranking for each individual nominee and fill out their score sheets with their name, individual scores, ranking, specific constructive feedback on each package, and bring them to any scheduled post-board meeting or face-to-face board meeting.

A5.2. Scoring criteria. Each nomination package is scored on a 6 thru 10 scale and increase in 5 increments (6, 6.5, 7, 7.5, 8, 8.5, 9, 9.5, 10), and given a rank order (i.e., 1st, 2nd, 3rd).

A5.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY :

A5.2.1.1. 10 - Absolutely Superior.

A5.2.1.2. 9.5 – Outstanding.

A5.2.1.3. 9 - Few Could Be Better.

A5.2.1.4. 8.5 – Strong.

A5.2.1.5. 8 - Slightly Above Average.

A5.2.1.6. 7.5 – Average.

A5.2.1.7. 7 - Slightly Below Average.

A5.2.1.8. 6.5 - Well Below Average.

A5.2.1.9. 6 - Lowest in Potential.

A5.2.2. WHOLE AIRMAN CONCEPT:

A5.2.2.1. 5.0 - Absolutely Superior.

A5.2.2.2. 4.5 – Outstanding.

A5.2.2.3. 4 - Few Could Be Better.

A5.2.2.4. 3.5 – Strong.

A5.2.2.5. 3 - Slightly Above Average.

A5.2.2.6. 2.5 – Average.

A5.2.2.7. 2 - Slightly Below Average.

A5.2.2.8. 1.5 - Well Below Average.

A5.2.2.9. 1 - Lowest in Potential.

A5.2.3. FITNESS SCORING SCALE:

A5.2.3.1. 5.0 – 100-90%

A5.2.3.2. 4 – 85-89%

A5.2.3.3. 3 – 84-80%

A5.2.3.4. 2 – 79-75%

A5.3. Things to keep in mind:

A5.3.1. Purpose. The goal is to identify the Wing's top personnel.

A5.3.2. Be Objective. Base evaluations only on the information presented, not personal knowledge or opinion.

A5.3.3. Apply the full range/weight of points in each category of the nomination. Avoid the tendency to score in the middle.

A5.3.4. Be consistent throughout. Use the same scoring criteria on each package. If they are "lenient" or "tough" that is fine, as long as they are consistent. Ensure that they DO NOT change philosophy halfway through the process.

A5.3.5. Score the package at hand. Do not put undue emphasis on where the individual performed their tasks (i.e., TDY, deployment). Nomination packages must be scored on the performance, not the location.

A5.4. Encourage each board member to. Give feedback to their commander.

A5.5. Always instruct your board members to never release the results of the board. No selection is final until the 910 AW/CC approves, and the announcement is publicly released.

Attachment 6

BOARD MEMBER GUIDE

A6.1. As a member of the selection board. You have accepted the challenging task of determining the “best of the best”. It requires complete honesty and objectivity on your part. If you are unable to fulfill your responsibilities as a board member it is your Group SEL’s responsibility to find an experienced replacement and notify the Board President and 910 AW Awards Program Manager as soon as possible.

A6.2. As a board member you must attend meetings as scheduled.

A6.2.1. Be familiar with the AF Form 1206 from the unit you are representing so you can answer questions from the other board members who may not be familiar with the expertise.

A6.2.2. The score sheets and nomination packages are attached. You should score these prior to the board meeting or during the meeting, whichever required. However, you must bring your completed score sheet with you to any scheduled meetings if deemed necessary.

A6.2.3. During the meeting, you may have to resolve scoring anomalies. If you are involved in a scoring anomaly you should be prepared to discuss the scoring of your package.

A6.2.4. Do not let any single member pressure you to vote a specific way.

A6.2.5. You are responsible to completely fill out your score sheet, to include specific constructive feedback on all packages. Score each category using the appropriate scale. You must rank each nominee against those in that category only. If you have two or more nominees with the same total score you must make the hard call and rank each appropriately. For example, two nominees with the same top score, should be valued by the overall strength of their packages as opposed to each narrative. Those two individuals will then be officially ranked #1 or #2. This will be vital information to the Board President as they determine the winner.

A6.3. Your Final Task:

A6.3.1. As a representative of your organization, you are tasked to provide feedback to your unit on what you experience as a board member. Contact your Commander and SEL to offer your feedback. Tell them what you thought was a strength and what was not. While there is no particular format, the recommendation is for you to use as many concrete examples from the packages as possible. However, ensure you remove any personal information from the packages to protect the privacy of the individuals and the board process.

A6.3.2. Use statements that you found to be strong or weak. Focus on your overall impressions of the winning packages as compared to those that were not selected. For example, was the distribution of lines among the three categories a factor, or did the winning packages have a better balance than the others. Maybe the writer of the winning packages used a formula to convey their message that impressed you and your organization can benefit from that. It is your responsibility to actively seek the opportunity to brief your leadership on what you learned. Your leadership is aware that you will be asking to provide insight into the board process. Remember, our goal is to select the 910 AW’s best and your role in their selection is critical.

Attachment 7

SAMPLE CIVILIAN QUARTERLY AF FORM 1206 NOMINATION FORMAT

Figure A7.1. Sample AF Form 1206 – Quarterly Award.

NOMINATION FOR AWARD		
AWARD 910 AW CIVILIAN QUARTERLY AWARDS	CATEGORY (if Applicable) JUNIOR/SENIOR	AWARD PERIOD Q1 CY24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-09/Jane E. Doe	MAJCOM, FQA, OR DRU AFRC	
DAFSC/DUTY TITLE ADMINISTRATIVE ASSISTANT	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 910 MSG/CC/ 3976 King Graves Rd/Youngstown ARS,OH/44473		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Three (3) performance statements, not to exceed (8) type written lines, not including header. - Narrative Format (please visit, https://www.afpc.af.mil/Career-Management/Awards/). - Authorized acronyms only (please visit, https://www.afpc.af.mil/Career-Management/Acronyms/) <p>WHOLE PERSON CONCEPT:</p> <ul style="list-style-type: none"> - Two (2) performance statements, not to exceed (5) type written lines, not including header. - Narrative Format (please visit, https://www.afpc.af.mil/Career-Management/Awards/). - Authorized acronyms only (please visit, https://www.afpc.af.mil/Career-Management/Acronyms/) 		

Attachment 8**CIVILIAN REVIEW COMMITTEE**

A8.1. You have been selected as a member of the Civilian Review Committee. You have several critical responsibilities to include:

A8.1.1. You will be instructed on the date the scoring needs to be turned in by the Civilian Personnel Office.

A8.1.2. The Civilian Personnel Office will send the score sheet and nomination packages to each member of the committee.

A8.1.3. Committee members should score packages prior to suspense date.

A8.1.4. In the event of a tie, the Civilian Personnel Officer will score the packages to break the tie.

A8.1.5. Score sheets must have the total score when turned in. Members must enter their ranking for each individual nominee and fill out their score sheets with their name, individual scores, ranking, specific constructive feedback on each package, and send to the Civilian Personnel Office.

A8.2. Scoring criteria. Each nomination package is scored on a 1 thru 5 scale and increase in 5 increments (1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5), and given a rank order (i.e., 1st, 2nd, 3rd).

A8.2.1. JOB PERFORMANCE IN PRIMARY DUTY :

A8.2.1.1. 5.0 - Absolutely Superior

A8.2.1.2. 4.5 – Outstanding.

A8.2.1.3. 4 - Few Could Be Better.

A8.2.1.4. 3.5 – Strong.

A8.2.1.5. 3 - Slightly Above Average.

A8.2.1.6. 2.5 – Average.

A8.2.1.7. 2 - Slightly Below Average.

A8.2.1.8. 1.5 - Well Below Average.

A8.2.1.9. 1 - Lowest in Potential.

A8.2.2. WHOLE PERSON CONCEPT:

A8.2.2.1. 5.0 - Absolutely Superior.

A8.2.2.2. 4.5 – Outstanding.

A8.2.2.3. 4 - Few Could Be Better.

A8.2.2.4. 3.5 – Strong.

A8.2.2.5. 3 - Slightly Above Average.

A8.2.2.6. 2.5 – Average.

A8.2.2.7. 2 - Slightly Below Average.

A8.2.2.8. 1.5 - Well Below Average.

A8.2.2.9. 1 - Lowest in Potential.

**Attachment 9
INDIVIDUAL SCORE SHEET**

CIVILIAN EMPLOYEE OF THE QUARTER

Committee Member Name: _____ Organization: _____

___ Jr. Civilian Employee of the Quarter (___Jan-Mar/___Apr-Jun/___Jul-Sep/___Oct-Dec)

___ Sr. Civilian Employee of the Quarter (___Jan-Mar/___Apr-Jun/___Jul-Sep/___Oct-Dec)

Nominee Name: _____ Organization: _____

Job Performance in Primary Duty _____ (max 5)

Whole Person Concept _____ (max 5)

TOTAL SCORE _____ (max 10)

COMMENTS:

Attachment 10
INDIVIDUAL SCORE SHEET

CIVILIAN EMPLOYEE OF THE YEAR

Committee Member Name: _____ Organization: _____

_____ Jr. Civilian Employee

_____ Sr. Civilian Employee

Nominee Name _____ Organization _____

Series/Grade/Title: _____

Job Performance in Primary Duty _____ (max 5)

Whole Person Concept _____ (max 5)

TOTAL SCORE _____ (max 10)

COMMENTS: